



CITY OF SAN DIEGO
Public Works
Engineering and Capital Projects

PRE-QUALIFICATION PROGRAM
QUESTIONNAIRE
FOR SMALL PROJECTS
\$1 MILLION OR LESS



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GENERAL INFORMATION

Under San Diego Municipal Code §22.3004(a), any contractor desiring to bid as a prime contractor for City of San Diego public works projects must be pre-qualified for financial resources, technical expertise, experience, a satisfactory record of past performance and compliance with the law. This questionnaire covers a contractor who intends to bid as a prime contractor only on contracts valued at \$1,000,000 or less. Pre-qualification is effective for two (2) years from the date of the initial approval letter and is renewable every two (2) years thereafter.

The pre-qualification program packet consists of the following required submittals:

1. Complete and accurate answers to the questions in the Pre-Qualification Program Questionnaire for Small Projects
2. Current and complete annual financial statements
3. Current original bond letter

These documents are used as the basis for rating prime contractors with respect to the size and scope of contracts which contractors are qualified to bid. The City of San Diego reserves the right to check other available sources. Omission of requested information can result in automatic disqualification.

The pre-qualification program documents are not public records, subject to the Public Records Act, and are not open for public inspection. All information provided will be kept confidential to the extent permitted by law. The City of San Diego reserves the right to reject any and all program questionnaires and to waive any irregularities in the information contained therein.

Each program questionnaire, and any other submitted pages, must be signed under penalty of perjury by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a contractor changes, the contractor must immediately notify the City of San Diego and provide updated, accurate information in writing and under penalty of perjury.

The completed pre-qualification program packet, consisting of the Pre-Qualification Program Questionnaire for Small Projects, current bond letter and current financial statements must be sent to:

City of San Diego
Engineering and Capital Projects Department
Contractor Pre-Qualification Program
1010 Second Avenue, Suite 800
San Diego, CA 92101

NOTE: A complete pre-qualification program package must be received at least ten (10) business days prior to any bid opening that the prime contractor wishes to bid on to allow time for review, verification and approval.



CHECKLIST OF REQUIRED SUBMITTALS

1. Pre-Qualification Program Questionnaire for Small Projects:

- ☐ All questions answered
- ☐ Signed and dated

2. Financial Statements for a full year ending within the last 12 months and reflecting the most recent, fiscal year activity. Financial Statements include, at a minimum, the following components:

- ☐ Balance Sheet
- ☐ Statement of Income and Retained Earnings
- ☐ Statement of Cash Flows

3. Bond Letter:

- ☐ Dollar amount for a single contract
- ☐ Dollar amount for an aggregate program
- ☐ Original addressed to the City of San Diego
- ☐ Notarized with Power of Attorney

APPLICATION*Pre-Qualification Program Questionnaire for Small Projects*

CITY OF SAN DIEGO

**Ownership Type****Check one**☐ Sole Proprietor ☐ Partnership ☐ Corporation, S-Corp, LLC

| | Sole Proprietor | Partnership | Corp/S/ LLC | Required Documents |
|---|----------------------------|--------------------|------------------------|--|
| A | X | X | X | Copy of contractor's license |
| B | | | X | Copy of corporate license, including date approved by California Secretary of State |
| C | X | X | X | Original bond letter addressed to The City of San Diego, stating limits for single project and aggregate program |
| D | X | X | X | Financial statement for a full year ending within the last 12 months |

1. Name of Company, including DBAs (Doing Business As):

2. Principal Place of Business:
EIN:

3. Mailing Address (if different from above):

4. Owner's Name(s):

5. Telephone: Fax: Cell: E-mail:

6. Date Business was established:

7. If business address and/or phone number is the same as residence, is there another office located outside the residence:
☐ Yes ☐ NoIf Yes, please indicate City and State:

8. Are any owner(s) also employees of the City of San Diego? ☐ Yes ☐ NoIf yes, in what capacity?

9. Indicate the nature of the firm's business:

10. Indicate name of license holder, type of license, license number and expiration date.

APPLICATION*Pre-Qualification Program Questionnaire for Small Projects*

CITY OF SAN DIEGO



11. Work Description: Briefly describe the type of services your firm provides.

12. Ownership Information: Identify all owners of the business.

| Name | Percentage of Ownership |
|------|-------------------------|
| | |
| | |
| | |

Contractor will be immediately disqualified if the answer to either questions 13, 14, 15, 17 or 18 is “Yes”. If the answer to question 16 is “Yes”, and if debarment would be the sole reason for denial of prequalification, any prequalification issued will exclude the debarment period.

13. In the last five (5) years, has any Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) in your firm had their California State Licensing Board (CSLB) license suspended or revoked?

☐ Yes ☐ No

14. In the last ten (10) years, has your firm, or any RME or RMO employed by or associated with your firm, been convicted of a crime involving the awarding of a contract for a government (local, state or federal) construction project, or the bidding or performance of a government contract?

☐ Yes ☐ No

15. In the last five (5) years, has your firm been “defaulted” or “terminated” by a project owner (other than for convenience of the project owner) or has your surety completed a contract for your firm?

☐ Yes ☐ No

16. At the time of submitting this pre-qualification form, is your firm, or any RME or RMO employed by or associated with your firm, ineligible to bid on or be awarded any public works contract, or perform as a subcontractor on a public works contract?

☐ Yes ☐ No

If the answer is “Yes”, state the beginning and ending dates of the period of debarment or non-responsibility: _____

17. Has your firm, or any RME or RMO employed by or associated with your firm, ever been found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity?

☐ Yes ☐ No

APPLICATION*Pre-Qualification Program Questionnaire for Small Projects*

CITY OF SAN DIEGO



18. In the last ten (10) years, has your firm, or any RME or RMO employed by or associated with your firm, ever been convicted of a crime involving any federal, state or local law related to construction, including acts of dishonesty?

☐ Yes ☐ No

19. List the last three projects completed by the company under the current name and California license.

| Project Name | Owner, Contact Name & Telephone Number | Total Dollar Amount of Contract | Date Completed |
|--------------|--|---------------------------------|----------------|
| | Owner: Contact: Telephone: | | |
| | Owner: Contact: Telephone: | | |
| | Owner: Contact: Telephone: | | |

AFFIDAVIT

The undersigned declares and swears under penalty of perjury that the foregoing statements are true, correct, and complete and accurately explain the operations of (name of firm):

Additionally, the undersigned agrees, during the term of this certification, to immediately notify the City of San Diego when changes in the information provided on this application occur.

Further, the undersigned agrees to provide to the City current, complete and accurate information regarding actual work performed on projects; the payment thereof; and proposed changes, if any, of the foregoing arrangements. The undersigned agrees to permit the audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal, state, or local laws concerning false statements.

Name of Firm (print)

Name and Title (print)

Date

Signature